

REQUEST FOR PAYMENT OF LEAVE BALANCES
FOR EMPLOYEES APPROVED FOR LONG-TERM DISABILITY
 July 3, 2001

When an employee is approved for LTD, all annual leave, compensatory hours and excess hours are paid out in one full lump sum payment unless the employee submits a written request to delay the payout until termination from state employment, which usually occurs at the end of one year after the last day worked. The employee's disability check will not be adjusted as a result of this payout regardless of when the payout is received. If the employee returns to work prior to one year after the last day worked, the employee has the option of buying back any annual leave paid out.

If the employee has Converted Sick Leave hours still remaining after the three-month LTD waiting period, the employee has three options:

1. Elect to receive payment of the balance upon LTD approval,
2. Elect to receive payment of the balance upon termination from state employment, or
3. Elect to retain the balance until the employee retires and use it to purchase health/life insurance or a Medicare Supplement.

Sick leave balances may not be paid out at any time until the employee retires, at which time the employee may receive up to 25% of the balance.

- ☐ I wish to receive a lump sum payment of my leave balances at the time of LTD Approval.
- ☐ I wish to defer the lump sum payment of my leave balances until my one-year medical leave is over and I am terminated from State employment.

Employee's Signature

Date: _____

(To be completed by Agency Representative)

Name of Employee: _____ Employee ID #: _____

Agency: _____ Low Org: _____

Job Title: _____ Rate of Pay: _____

LTD Effective Date: _____ Termination Date (if known) _____

Annual Leave Hours _____ x Rate of Pay = \$_____

Excess Hours _____ x Rate of Pay = \$ _____

Comp Hours _____ x Rate of Pay = \$ _____

Converted Sick Hours (see *options above*) _____ x Rate of Pay = \$ _____

Amount of Lump Sum Payment \$ _____ Date Paid: _____

Agency Representative's Signature _____ Date: _____

1 copy to employee
1 copy to employee file